

3 SEPTEMBER 2003



Transportation

**PREPARATION AND MOVEMENT OF AIR
FORCE MATERIEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/ILGD (Lt Col Pearson)
Supersedes AFD 24-2, 21 Apr 93

Certified by: AF/ILG (BGen Kevin J. Sullivan)
Pages: 6
Distribution: F

This directive applies to all major commands (MAJCOMs), field operating agencies (FOAs), direct reporting units (DRUs) and transportation officers (TOs), traffic management offices (TMOS) and distribution management offices.

This directive implements the following documents: DoD Directive 4140.1, *Materiel Management Policy*, May 1998; DoD Directive 4500.9, *Transportation and Traffic Management*, January 26, 1989, and Change 1; and DoD 4500.9-R, *Defense Transportation Regulation*, Part II, Cargo Movement, December 2000 to maintain and sustain personnel, weapons systems, and support equipment, the Air Force provides materiel to all of its operating locations. This directive provides policies for packaging, transporting, and delivering Air Force materiel to comply with Air Force logistics policy, public law, appropriate instructions, and international agreements. This directive may not be supplemented by any organization.

SUMMARY OF REVISIONS

This revision contains changes and clarification in policy. Changes made reflect a greater focus on mission support, customer satisfaction, and compliance metrics. Terms and references have been updated. This Air Force Policy Directive (AFPD) has been revised throughout.

1. Air Force shipping offices will:

- 1.1. Comply with DoD 4500.9-R, *Defense Transportation Regulation* (DTR), Part II, Cargo Movement. The DTR applies worldwide, unless otherwise stated. Overseas major commands (MAJCOM) may develop and/or implement theater directives in conjunction with the DTR and this policy directive.
- 1.2. Comply with in-transit visibility reporting procedures and requirements for unit and non-unit cargo in accordance with DTR (Part II, Cargo Movement and Part III, Mobility), AFI 24-201, *Cargo Movement*, and AFI 10-403, *Deployment Planning and Execution*.

1.3. Utilize standard transportation automated information systems (AIS) to manage freight functions, process cargo, and provide in-transit visibility information.

1.4. Utilize USTRANSCOM-approved lift for moving shipments, except as indicated in the DTR.

1.5. Worldwide Express (WWX) is mandatory for all international Department of Defense (DoD) air eligible shipments up to 150 pounds requiring commercial express time-definite, door-to-door (origin to destination) delivery when the shipment is destined for a location serviced under the WWX contract and when the shipment falls within limitations specified in the WWX contract.

1.6. Process and move Transportation Priority (TP) 1 (expedite) and TP-2 coded as Agile Logistics/Two Level Maintenance/Rapid Parts Movement shipments in accordance with established Air Force pipeline performance time standards outlined in AFI 24-201.

1.6.1. Ship TP-3 via surface modes.

1.6.2. Shippers are encouraged to use deferred air freight/TP-4 via Air Mobility Command for cargo movement. Deferred airfreight/TP-4 is non-air-eligible materiel moving by military air on a space-available basis at or near the surface/sealift cost.

2. Metrics will be used to evaluate effectiveness of cargo movement, compliance with policy and procedure, and performance of designated projects.

3. Responsibilities and authorities:

3.1. HQ USAF/ILG, Directorate of Logistics Readiness, establishes Air Force materiel movement and packaging policy, and provides oversight and assistance. Retains overall responsibility for Management Reform Memorandum 15 implementation and policy to reengineer defense transportation and financial process.

3.2. Air Force Materiel Command Logistics Support Office (AFMC LSO), operating under a Memorandum of Agreement with HQ USAF/ILG, develops, maintains and coordinates on Air Force Instructions (AFIs) implementing the policy contained in this directive.

3.2.1. AFMC LSO and overseas MAJCOMs develop processes to clear Air Force cargo into the Defense Transportation System. AFMC LSO is designated the executive agent for Air Force freight transportation metrics.

3.2.2. The Air Force Packaging Technology and Engineering Facility (AFMC LSO/LOP) establishes programs for engineering, designing, and testing packaging materials and will provide this capability for Air Force activities and Federal agencies on a cost-reimbursable basis.

3.3. MAJCOM/FOA/DRUs will:

3.3.1. Establish programs to periodically review metric data and initiate required corrective action.

3.3.2. Direct subordinate activities in packaging and traffic management; develop instructions based on policy directives, AFIs, public law, international agreements, and mission requirements; and provide guidance as necessary in establishing programs for reuse and reclamation of shipping containers and packaging.

3.3.3. Ensure subordinates are trained to safely load, unload, handle, store, package, and transport hazardous material.

4. Installation commanders will designate a transportation officer (TO) or traffic management officer (TMO) as the single cargo movement manager for the facility with authority to complete assigned duties including funds obligation. Where Air Force Reserve and Air National Guard units are located on an Air Force installation, traffic management responsibilities will be consolidated to the maximum extent possible. Where consolidation is not complete, separate TOs or TMOs may be assigned.

4.1. TOs/TMOs and distribution management offices will provide advice to Air Force contracting offices on transportation language for efficient and economical movement of materiel from contractor and vendor sources of supply to contracted destinations.

5. Records Disposition. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

JAMES G. ROCHE
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Department of Transportation (DOT), *Code of Federal Regulation (CFR)*, Title 49

DoD 4000.25-1-M, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*

DoD 4000.25-6-M, *Department of Defense Activity Address Directory*

DoD 4145.19-R-1, *Storage and Materials Handling*

DoD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*

DoD 4500.9-R, *Defense Transportation Regulation, Part III, Mobility*

AFI 24-201, *Cargo Movement*

AFI 24-202, *Preservation and Packing*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

AFJI 24-105, *DoD Use of Domestic Civil Transportation Under Emergency Conditions*

AFJI 24-206, *Obtaining, Storing, and Retrieving Container Design Data*

AFJI 24-210, *Packaging of Hazardous Material*

AFJI 24-216, *Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States*

AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 24-206 (I), *Packaging of Materiel*

AFMAN 37-139, *Records Disposition Schedule*

AFP 71-15, Volume 1 (JDP), *Packaging of Materiel Preservation*

AFPAM 24-205, *Instruction Guide for Basic Military Preservation and Packaging*

AFPAM 24-209, *Packing*

Military Traffic Management Command (MTMC), *Directory of Permit Officials for Highway Movements*

MTMC, *Strategic Highway Corridor Network*

MTMC, *Civil Rail Lines Important to National Defense*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AMC—Air Mobility Command

CONUS—Continental United States

DoD—Department of Defense

DRU—Direct Reporting Unit

DTR—Defense Transportation Regulation

FOA—Field Operating Agency

JDP—Joint Departmental Publication

OSA—Operational Support Airlift

MAJCOM—Major Command

MTMC—Military Traffic Management Command

MSC—Military Sealift Command

TO—Transportation Officer

TMO—Traffic Management Officer

TP-1—Transportation Priority 1

TP-2—Transportation Priority 2

USAF—United States Air Force

USTRANSCOM—United States Transportation Command

Terms

Air Transportability—The process of designing materiel to permit the loading and movement by Air Force aircraft.

Continental United States (CONUS)—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Defense Transportation System (DTS)—That portion of the Nation's transportation infrastructure that supports DOD common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services and systems organic to, contracted for, or controlled by the Department of Defense.

Hazardous Materiels—Substances or materiels which the Secretary of Transportation has determined to be capable of posing unreasonable risk to health, safety, and property when transported.

Level of Protection —The degree of protection afforded to materiel during handling, transportation, and storage, defined as Level A (maximum), Level B (intermediate), and Level C (minimum). Detailed descriptions of each level of application are contained in AFJMAN 24-204.

Marking—The application of numbers, letters, labels, tags, symbols, or color codes to facilitate identification and handling during shipment and storage. Joint standard MILSTD-129 applies for all military packaging activities.

Packaging—Consists of the materiels and methods prescribed in Federal, international, or military specifications, standards, drawings, or other authorized documents designed to provide a specific level of protection for materiel in transportation or storage. Packaging incorporates the processes and procedures used to protect materiel from deterioration and damage, and includes cleaning, drying, preserving,

packing, marking, labeling, placarding, unitizing, and containerization.

Packing—The assembling of items into a unit, intermediate, or pack with necessary blocking, bracing, cushioning, and containers.

Transportation Priority (TP)—Indicators assigned to eligible traffic that establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air.

Transportation Officer (TO) —The person designated by the installation commander as the single materiel movement manager for the facility with authority to complete assigned duties including funds obligation. Since duties include funds obligation, the person designated as TO can not be a contractor. The term TO is interchangeable with traffic management officer, for the purpose of this directive.

Traffic Management Officer (TMO) —See Transportation Officer.

NOTE: Also included are rules subsequently promulgated by the US Department of Transportation, the International Civil Aviation Organization, the International Air Transport Association, the International Maritime Dangerous Goods Code, the Occupational Safety and Health Administration, the American National Standards Institute, the International Organization for Standardization, the Environmental Protection Agency, the Nuclear Regulator Commission, the United Nations, and the US Postal Service.